



Facilities Manager

Class Code:
5007

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Feb 25, 2009
Revision Date: October 22, 2021

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under administrative direction, the Facilities Manager provides oversight, management and supervision to facilities operations and emergency management court wide; oversees building maintenance, construction and modification to court facilities, janitorial services, facility management and project services; oversees the development and implementation of court wide emergency and disaster readiness programs; oversees the development and implementation of court wide emergency action plans; and serves as the primary interface between internal customers, external contractors/vendors, the Judicial Council of California (JCC), county, state, and local agencies.

DISTINGUISHING FEATURES

The Facilities Manager is a management-level classification that reports to the Director of Finance and Facilities and is responsible for the management of facilities and emergency services staff. This class is distinguished from the next lower-level classification of Project Manager, in that the latter is responsible for the direction and coordination of a team of service providers related to a particular project, and whereas the Facilities Manager is responsible for all court facilities operations and services. It is distinguished from the classification of Emergency Services Manager, in that the latter is the first-line supervisor of the emergency services unit and is responsible for the development, implementation, and general management of the Court's emergency and disaster programs, whereas the Facilities Manager has overall general management responsibilities for emergency and disaster related programs and projects.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Selects, supervises and directs professional, technical and support staff in facilities functions; assigns projects and facilities requests; develops, maintains and coordinates facilities standards; recommends maintenance to the Director of Finance and Facilities or the Executive Office; and ensures that facility management priorities are aligned with those of court administration.

2. Works with court, JCC, state, county and local agencies to integrate planning and facilities maintenance contract requirements, execution of maintenance programs. Assists in the integration and management of security programs; building life safety systems and environmental management requirements into building operations and maintenance plans to ensure a safe and healthy environment.

3. Develops, maintains and coordinates facility standards for all court facilities; ensures court facilities policies and procedures are in compliance with pertinent laws, rules, regulations and guidelines.

4. Manage facility-related procurement operations to ensure procurement activities secure best value for court and ensure compliance with court policies and procedures. Conducts audits of providers' services; reviews and analyzes justification for new and expanded contracts; modifies and/or terminates contracts.

5. Provides leadership in facilities functions and drives continuous improvement by defining goals and objectives in the performance management of staff.

6. Provides leadership in the planning, mitigation, preparation, prevention, response to, and recovery from natural or manmade emergencies and disasters.

7. Oversees the development, implementation, and maintenance of court wide and site-specific emergency action plans, continuity of operations plans, including building evacuation plan and emergency response plans; ensures all plans are compliant with applicable legal authorities.

8. Assesses court wide disaster, emergency and safety training needs; oversees the development and implementation of disaster and emergency training programs; identifies and resolves problems related to safety and emergency response.

9. Assists in the preparation of budget reports and cost control analyses; ensures projects/contracts are within approved budget and are on schedule; reviews claims and recommends approval of vendors and/or contractor payment. Reports project status and issues regularly to the Director of Finance and Facilities and manages customer satisfaction related to special projects and facilities services.

10. Serves on committees and task forces within court and with state and local agencies and organizations. Attends meetings at various court locations within the county.

11. Supervise, train and evaluate assigned staff.

12. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

Possession of a Bachelor's degree from an accredited college or university in business or public administration, facilities management, construction management, architecture, engineering, public policy, emergency management or other related field.

A Master's Degree from an accredited college or university in business, public administration, facilities management, construction management, architecture, engineering, public policy, emergency management or a related field or Certified Emergency Manager certification may be substituted for one (1) year of non-supervisory experience.

And

Experience:

The equivalent of four years of full-time management level experience in building/facility management and/or emergency program management, including planning, budgeting and procedure development and at least two years of supervisory experience.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of public administration, organization, budget, management analysis, supervision, personnel management, employee relations, modern information systems applications, and organization development.
- Principles and practices of management necessary to plan, organize, direct, manage and evaluate the staff and functions of facilities operation and maintenance.
- Principles and practices of management necessary to plan, organize, direct, manage and evaluate the staff and functions of emergency preparedness, recovery, and response operation.
- Federal, state and local building and administrative codes, statutes and regulations pertaining to contract and labor compliance.
- State and federal laws and ordinances related to local and regional disaster preparedness, response, and recovery.

Ability to:

- Communicate effectively and present information both orally, and in writing, with both technical and non-technical audiences.
- Interpret rules and regulations.
- Lead and direct work associated with facility and emergency management.

- Organize, prioritize, and coordinate multiple work activities to meet critical deadlines in one or more locations.
- Plan, organize, supervise, review and evaluate the work of others, including management and supervision of internal and contracted resources.

Physical Demands: physical demands include indoor outdoor environment, walking standing, sitting, reaching, bending kneeling, crouching, crawling, climbing stairs and stepladders as necessary. Lifting carrying, pushing, pulling or moving moderately heavy objects weighing up to 35lbs. Dexterity of hands and fingers to operate assigned tools and equipment.

Special Requirements: a California driver's license required.

Working Conditions: attend meetings outside of normal working hours. Work occasional evening and weekend hours. May be required to travel as necessary.

CLASSIFICATION HISTORY:

Date established: 2/25/09

Date revised 09/2017, 10/2021